

## **Program Director Contact Information**

Program Director, Caroleen Eifling

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## **First Presbyterian Preschool Staff**

|                      |   |
|----------------------|---|
| Infant Room          | Lillie Davis<br>Sue Matthews<br>Veronica Robinson<br>Sharlisa Davis |
| Toddlers (1's)       | Carolyn Williams<br>Sharita Thompson                                |
| Two's Room           | Karen Luther*<br>Tongela Davis                                      |
| Preschool (3's)      | Amy Lauren Ikerd<br>Brittany Williams                               |
| Pre-K (4's)          | Cyndi Wallace*  |
| Kitchen/Housekeeping | Carolyn Brazan  |
| Program Director     | Caroleen Eifling  |
| *Director Designees  |   |

## **First Presbyterian Preschool Board of Directors**

|                |                              |               |
|----------------|------------------------------|---------------|
| Margaret Baird | David Bush                   | Terri Lane    |
| Joe Nash       | Ruth Ann Striebeck, Chairman | Becky Tindall |
|                | Carolyn Weathers             |               |

## **Basic Information**

First Presbyterian Preschool is a mission of the First Presbyterian Church of Greenville, Mississippi. The Board is headed by and consists of members of the Church.

## **Program Philosophy**

First Presbyterian Preschool is committed to nurturing, respecting, and protecting your child at all times. Our program provides a place where your child will learn, play, and explore in an environment where love and attention is in abundance. We offer a unique curriculum for every age level, centered on developmentally appropriate and fun activities that help children develop physically, intellectually, emotionally, and socially. FPP strives to reinforce the values which parents have set forth as well as provide a safe, healthy, and happy school environment that incorporates early childhood development.

## **School Structure**

First Presbyterian Preschool has classrooms for children 6 weeks through 4 year-old Pre-kindergarten. Parents of children ages 6 weeks through 2 years of age may choose on a monthly basis their child's attendance schedule. A drop-in calendar must be filled out by a parent at the beginning of each month and returned to the Director's office for review and approval. Because, drop-in care requires planning in advance for adequate staffing and reserving a spot for the child in the classroom, the parents must pay for days listed on calendar whether or not their child attends. Infants through children aged 2 years to be enrolled full-time will be considered before those who request a part-time schedule.

Parents of children in the Preschool or Pre-K classes must enroll their children in our full-time program. Pick-up times will be 11:30 for morning school and no later than 5:15 for afternoon care.

## **School Attire**

Children should be sent to school in play clothes. They are happier when they are not worrying about ruining special outfits. Also, remember to dress them in clothes that allow independence when using the bathroom.

Coats and jackets are needed when the weather is cool. Outside play is essential in a child's development. Therefore, we will go outside whenever the weather permits.

Tennis shoes are recommended for play. Hard-soled boots, cowboy boots, cleats, and flip-flops are not appropriate for school. You will be asked

to return home to get another pair of shoes if your child wears unacceptable shoes.

## **Curriculum and Instruction**

### Infant and Toddler

Infants are unique and have their own patterns for play, feeding and sleeping. We use these patterns as our guide to introduce daily activities that will prepare your infant for life. Our teachers offer a nurturing and creative environment for infants to develop their bodies and minds. We are committed to making this first transition away from home easy and natural for you and your child.

The curriculum for infants and toddlers is centered on:

- Building relationships
- Daily routines
- Growing and maintaining family relationships
- Exploration and play in a safe, opportunity-filled environment

### **Our Infant Program:**

- Our infant program begins at 6 weeks and extends through about 14 months in age (or confidently walking).
- We currently have two infant rooms open for care:
  - Infant Room #1 (6weeks-6months\*) \* or sitting up without assistance
  - Infant Room #2 (6 months-14months\*) \*or confidently walking without assistance

A child will be moved-up to the next classroom on their birthday if the developmental goals of the current classroom have been met. Entrance into the Preschool and Pre-K programs are at the beginning of the school year in August.

### Preschool and Pre-Kindergarten

Children are driven by a natural curiosity about the world and learn best by actively exploring their environment through their senses: touch, feel, taste, sight, and smell. We believe that children “learn through play” therefore each classroom is set-up into learning centers that help foster each child’s unique interests and learning styles. The learning centers in each classroom will include, but are not limited to, homeliving/dramatic play, block center, math center, reading/literacy center, computer, and creative arts.

The curriculum for Preschool and Prekindergarten classrooms is centered on the guidelines set up by the Mississippi State University Early Childhood Institute. A weekly lesson plan is posted by the teacher and implemented in the classroom.

## **Parent-School Relations**

First Presbyterian Preschool is committed to your child's future. At FPP, your child will discover that learning is fun, while making new friends and building strong relationships with teachers who partner with you in your child's education.

We encourage parents to be involved in their child's education and welcome the opportunity to meet with parents as needed to discuss their child's development.

There is a Parent-Teacher Communication Center located outside of each classroom for your convenience. You will receive a report every day if your child is in the infant, toddler, or two's room. A weekly letter will be sent home in the preschool and pre-kindergarten classrooms.

It is important that parents take advantage of the phone system set up for the center. A cordless phone is located in the Main Building for the infant, toddler and 2-year old rooms, in Nunan Hall for Preschool/Pre-K classrooms, and the main school line is connected to the Director's office. We ask that you call-in to the Director's office if you need to deliver a message to your child's teacher or Director. Text messaging or calling your child's teacher's personal cell phone are both inappropriate modes of communication for staff and parents because they interfere with our teacher's direct supervision of their classes.

If a problem arises, requiring discussion, inside the classroom, please contact your child's teacher or the Director. When the consultation with your child's teacher or the Director does not resolve the problem, contact FPP Board Chairman, Mrs. Ruth Ann Streibeck at 662-820-3144.

## **Arrival and Pick-Up Policy**

Operating hours are 7:15-5:15. Morning school hours are 8:00 am until 11:30 am. All children must arrive no later than 9:00 am. This helps to ensure that the child's and teacher's routines are not interrupted and to ensure an accurate count of children present at school. A teacher will be waiting in your child's respective classroom to greet them in the morning. Children who do not stay for afternoon care should be picked up promptly at 11:30 am from their respective classroom.

We understand that there will be days when your child has a doctor's or other appointment that means arriving late or leaving early from First Presbyterian Preschool. We strongly urge you to make your appointments for early or late in the day. When children arrive at transitions, lunch, or naptime, or are taken out and returned in the middle of the day, it often negatively affects them. They are aware of what they have missed and have difficulty with the rest of their day. They are saying good-bye to you again,

at an unusual time of the day. Please inform the Director if your child has a doctor's appointment and will arrive at school after 9:00 or will be leaving from school early. Your doctor's written excuse will be required.

Mississippi State Board of Health regulations require that each child be signed in and out of school by a parent or authorized person. If your child is to be picked up by someone who is not on the pick-up list, a signed and dated note to the Director is required.

Parents must have child picked up by 5:15. In an emergency, a fifteen-minute grace period will be allowed. Otherwise, we will impose \$5.00 fee for the first late minute and \$1.00 for each minute after that.

If a child is not picked up for an extended period of time after business hours or if our allowing a child to leave the child care facility will place that child at risk or in potential danger, the Mississippi Department of Human Services and/or local law enforcement will be notified.

If tardiness continues for pick-up, a meeting will be held with the Director and could result in possible dismissal from FPP. Late fees must be paid before a child can return to school.

### **Illness Policy and Emergency Care Procedure**

Children attending the center are expected to be able to participate in all activities. Parents are responsible for bringing their children to the center in good health and capable of participating in the day's activities.

When, in the opinion of the center staff, a child arrives at the center and is ill, the staff member cannot admit the child. When a child becomes ill at the center, a staff member will immediately notify parents, and, if necessary, isolate the child in the central office, until they are picked up. Parents are required to pick up sick children within an hour of being called. Children with short-term contagious or communicable diseases are not allowed to attend the center. The center is not licensed for sick children and is not staffed to provide one to one supervision.

Our sick policy is designed to protect all of the children enrolled in the center and to promote the highest level of health. Your adherence to these policies will benefit everyone.

We ask parents to notify us daily if their child will not be attending. This enables us to plan for staffing, meals, and helps us keep our attendance records in order.

All staff at First Presbyterian Preschool are First Aid and CPR certified. If a child is injured, first aid will be immediately administered, and the parents will be notified. If more specific medical attention is needed, Delta Regional Medical Center will be called to send an ambulance to the daycare. If a child is exempt from receiving medical care due to

religious beliefs and practices, documentation regarding plans to acquire services from a certified practitioner, must be on file in Director's office.

### **Parental Access**

First Presbyterian Preschool has an "open door" policy in which parents are allowed access to the facility at any time which is non-disruptive to normal activities.

### **Medication Policy**

Medications may be administered at the center as long as a physician prescribes it. Prescription medicines must be in original containers with the child's name and dosage on the label. Parent must fill out a medicine authorization form noting the time and dosage of medication. A daily medicine log is kept in the Central Office. Tylenol or other over the counter medications **will not** be administered at the center under any circumstances.

### **Insurance Policy**

Individual liability insurance is not available at this time.

### **Biting Policy**

First Presbyterian Preschool understands that intermittent biting in young children is normal in early childhood development. However, since biting and other such behaviors have the potential to harm others, FPP has established the following policy to help manage this behavior.

1. Teachers will incorporate into their daily curriculum lessons teaching appropriate ways that children can deal with feelings of frustration and anger. Emphasis will be placed on words and language rather than aggressive behaviors.
2. Upon observing a biting incident, the teacher will first attend to the bitten child, comforting the child and cleaning the area of the bite gently with soap and water. If bruising occurs, ice will be applied for a short time period. The teacher will also remove the child who bit from the setting in which the biting occurred. In an age appropriate manner, the teacher will explain to the child that this behavior is not acceptable. The teacher will not reward the biting child by immediately giving that child attention.
3. Due to the high risk of health consequences of children biting one another, FPP has set forth the following policy:
  - First Incident: The teacher who observes biting incident will document the behavior on an Incident/Accident Form and

report the incident involved to the Director and the parents involved.

- Second Incident: Parents will be called to school to pick up the child and to have a conference with the teacher and the Director
- Third Incident: The child will be asked to remain at home at least one school day.

Our staff will make all reasonable efforts to monitor the child and try to prevent repeated episodes. Sometimes biting is a short but intense phase. Therefore, it must be clear that parents are actively involved in trying to discourage the behavior.

The Director will ensure that the teacher and parents of the biting child are communicating regularly and that the behavior is under control. If the aggressive behavior cannot be controlled with reasonable staff supervision, or if the child continues to display significant aggression to the extent that another child could be harmed, the child shall be permanently withdrawn from the center.

### **Discipline Policy**

We believe discipline is used to teach children appropriate behavior in all situations. The teachers at FPP use positive guidance in directing the children to pro-social behavior. We believe in praising the child while they are being good to build self-esteem and confidence.

Punishment that will diminish a child's feeling of self worth will not ever be used at FPP. Our discipline policy is shared with you to give you an understanding of the standards that we expect your children to achieve in their behavior at the center.

Types of Punishment NOT allowed at First Presbyterian Preschool:

- Isolation
- Emotional or Physical Abuse
- Withdrawal of food or rest time
- Time-Outs will not be used with children under 3 years of age- and ONLY used with children ages 3 and above when necessary to calm the child
- No corporal punishment allowed.

### **Communication Guidelines about Discipline Issues:**

We will communicate with you when we have observed positive or negative behavior. An incident/accident form will be filled out when we observe negative behavior. Constant communication between teacher and parent will be maintained in order to diminish the negative behavior.

## Discipline Techniques Used at First Presbyterian Preschool:

If a child is behaving inappropriately in an area, we will redirect him/her to another area. We will use positive language when addressing a child's negative behavior.

Teachers are discouraged from using the words "no" or "don't". Instead, they are encouraged to tell the child what the appropriate behavior is in that given situation. We have and will continue to have extensive training in proper discipline techniques at in-service workshops, teacher meetings and during other training opportunities.

## **Food and Feeding Program**

### Feeding of Infants

Parents must provide a written schedule for feeding the infant and it will be posted for reference by the child's caregiver. Formula or breast milk must be brought to FPP, ready to be warmed and served. Each bottle must be labeled with the infant's name and the date.

At the parent's request, an infant may be served table foods when they are ready. At this point, the kitchen staff will take over meal plans, preparation, and the service of your children's snacks and meals while they are in our care. A weekly menu, of meals to be served, will be provided to parents.

### Feeding of Toddlers and Preschoolers

The children will be taken into their respective lunchrooms during scheduled mealtimes and placed at the table for family-style dining. A highchair will be used for toddlers if necessary. A sippy cup, with name clearly labeled on it, may be brought for the toddler class only. Two's through preschoolers drink out of cups during mealtime.

**\*\*Please note that food brought from home poses a risk to other children who might suffer from food allergies. It also contributes to jealousy and discord among young children who always want what they do not have. It is very important that we do not allow children to bring any food into building and adhere to this policy to ensure the safety of all children. \*\***

## **Personal Belongings**

All personal belongings brought to school must be labeled. FPP is not responsible for lost articles. Children should not bring toys from home to school unless a special sharing time has been planned in the class.

## **Policy for Reporting Suspected Child Abuse**

Children who attend our program are cared for, nurtured, and kept safe at all times. Because child abuse is a very serious allegation, policies are intended to protect both the children in our care as well as our colleagues at First Presbyterian Preschool.

It is FPP's goal to employ child care professionals who are committed to the highest standards of ethical behavior. To ensure the health and safety of young children in our care, a policy of "Zero Tolerance for Child Abuse" is strictly enforced.

Any person who has information about behavior that may reasonably be characterized as known or suspected child abuse or neglect shall make a report to the Director, the Pastor, and to appropriate authorities, as required by the law.

### **Voluntary/Involuntary Removal from Program**

First Presbyterian Preschool requests that a 2 –week written notice be submitted when a child is voluntarily withdrawn from center.

Reasons or Circumstances that would warrant involuntary removal of a child from our program are as follows:

- Failure to comply with First Presbyterian Preschool policy and rules set forth by State Department of Health
- Repeated tardiness for arrival/departure of school
- A resolution cannot be met after reasonable efforts from staff have been attempted to address behavioral problems with a child
- Any outstanding balances at the end of the month

Once the parent/guardian has been properly notified that their child has been removed from the program, they will be allowed 2-weeks to find alternate care unless the FPP Board has not deemed this arrangement unreasonable for that circumstance.

### **Evacuation of the Facility**

If evacuation of the building is required, parents will be notified immediately and children will be taken to First United Methodist Church Greenville tentatively, which is located at 402 Washington Avenue. If evacuation to a more distant site is needed, the children will be taken to the parking lot at the Greenville Higher Education Center on Highway 1 South for pick-up. In the event of an evacuation or school closing due to inclement weather, radio stations WNIX 1330 AM/ WIQQ 102.3 FM stations and WXVT will be notified.

### **Registration and Tuition**

A non-refundable registration fee of \$100.00 is due when the application/registration is submitted. This fee is waived for active members of First Presbyterian Church, Greenville, MS.

Our Drop-In Rate of \$30.00 a day is in addition to a child's existing part-time tuition and is payable in advance. This option is offered only to children who are already enrolled part-time at First Presbyterian Church Preschool. Parents must call the Director at least **24 hours** in advance to see if we are able to accommodate their child on that day.

All parents must sign a bank draft authorization form to pay tuition monthly once (on the 1<sup>st</sup>) or bi-monthly (on the 1<sup>st</sup> and the 15<sup>th</sup>).

Tuition is drafted from the parent's account on the 1<sup>st</sup> or 15<sup>th</sup> of each month unless it is paid in full at the beginning of each school year. Unless special arrangements have been approved by the Board, any outstanding balance at the end of the month will result in dismissal until the balance is paid.

|                            |                   |                  |
|----------------------------|-------------------|------------------|
| <u>Infants</u>             | 7:15 am -5:15 pm  | \$560.00 a month |
| <u>Toddlers</u>            | 7:15 am- 5:15 pm  | \$460.00 a month |
| <u>Two's</u>               |                   |                  |
| 5 days a week              | 7:15 am- 11:30 am | \$180.00 a month |
| 5 days a week              | 7:15 am- 5:15 pm  | \$400.00 a month |
| <u>Preschool (Three's)</u> |                   |                  |
| 5 days a week              | 7:15 am- 11:30 am | \$180.00 a month |
| 5 days a week              | 7:15 am- 5:15 pm  | \$400.00 a month |
| <u>Pre-K (Four's)</u>      |                   |                  |
| 5 days a week              | 7:15 am- 11:30 am | \$180.00 a month |
| 5 days a week              | 7:15 am- 5:15 pm  | \$400.00 a month |

**First Presbyterian Preschool**

## **Statement of Policy**

1. A registration fee is charged yearly for all children enrolled in our program. Registration fees are non-refundable.
2. Tuition is drafted from the parent's account on the 1<sup>st</sup> or 15<sup>th</sup> of each month unless it is paid in full at the beginning of each school year. Unless special arrangements have been approved by the Board, any outstanding balance at the end of the month will result in dismissal until the balance is paid.
3. First Presbyterian Preschool reserves the right to change any rates and/or policy after proper notification to the parents.
4. School tuition is a fee that is spread out over the ten-month school year. No refunds will be given for illness, vacations, etc. FPP is closed for Labor Day, Thanksgiving and Friday following Thanksgiving, December 24<sup>th</sup> and 25<sup>th</sup> for Christmas, December 31<sup>st</sup> @ 3:00pm, New Year's Day, January 18<sup>th</sup> MLK Day, Daycare only March 15-19, 2010 Spring Break, April 2-5, 2010 for Easter, Memorial Day, and July 5-9, 2010 for Summer Break.
5. Due to State Licensing Regulation, FPP reserves the right to refuse admittance to a child with any sign of contagious disease or illness.
6. After recovering from a communicable disease, your child should bring a doctor's statement assuring that he/she is no longer contagious.
7. Medications may be administered at the school for the length of time indicated by the physician. Prescription medicines must be in original containers with the child's name and dosage on the label. A note indicating the correct dosage and child's name must accompany medicines. A daily medicine log is kept in the Central office.
8. The Phone System set up for the FPP is the only appropriate means of communication with teachers or Director besides face-to-face conversation. Text messaging or calling teacher's personal cell phones is prohibited.
9. Weather permitting, we have daily outside play. All children should come to school appropriately dressed to go outside. Flip-flops are not allowed. Sandals that fasten behind the heel are appropriate.
10. FPP is opened Monday through Friday from 7:15am to 5:15pm. Each day a parent or guardian must "sign-in" his/her child when bringing him or her to school and "sign-out" when picking their child up from school.
11. All children must arrive to school by 9:00 am.
12. All personal belongings brought to school must be labeled. FPP is not responsible for lost articles. Children should not bring toys from

home to school unless a special sharing time has been planned in the class.

13. With exception to the Infant room, NO food is to be brought from home except on special occasions such as birthdays or class parties and must be approved by child's teacher or the Director.

14. FPP provides breakfast in the morning at 8:30. All breakfast foods must be finished before entering the building.

15. FPP has an "open door" policy in which parents are allowed welcome access to the facility at any time, which is non-disruptive to normal activities.

16. FPP reserves the right to practice religious instruction based on Christian principles. (Bible stories, Pledge of Allegiance, etc)

17. FPP requests two weeks written notice of voluntary termination of our services.

18. Church Mutual insures First Presbyterian Church and FPP in included in that coverage. FPP does not offer individual accident insurance for students.

19. If evacuation of the building is required, parents will be notified immediately and children will be taken to First United Methodist Church Greenville tentatively, which is located at 402 Washington Avenue. If evacuation to a more distant site is needed, the children will be taken to the parking lot at the Greenville Higher Education Building on Highway 1 South for pick-up. In the event of an evacuation or school closing due to inclement weather, radio station WNIX 1330 AM/ WIQQ 102.3 FM stations and WXVT will be notified.

Name of Child: \_\_\_\_\_

Parent: \_\_\_\_\_ Date \_\_\_\_\_

Director: \_\_\_\_\_ Date \_\_\_\_\_